

Open to Internal and External Candidates

Position Title	: Finance and Administrative Assistant (Open for Thai Nationals Only)
Duty Station	: Suan Phueng, Ratchaburi, Thailand
Classification	: General Service (G-4, THB 61,967.50 per month)
Type of Appointment	: One Year Fixed-Term Contract Initial 12 months with possibility of extension
Estimated Start Date	: As soon as possible
Closing Date	: 31 July 2024 (EXT)

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

1. ORGANIZATIONAL CONTEXT AND SCOPE:

IOM is committed to the principle that migrants and society benefit from humane and orderly migration. IOM began operations in Thailand in 1975, assisting with the resettlement of refugees in countries where they could obtain permanent residence. Since that time, IOM activities in the country have significantly expanded in terms of both their geographic scope and target populations.

IOM's cooperation with the Royal Thai Government (RTG) has expanded to cover all aspects of migration affecting the Kingdom and its neighbours, including labour migration, migration health, counter-trafficking, emergency and post-crisis, institution building, border management, research, and private sector collaboration since the Kingdom of Thailand became a member state in 1986.

In 2023, IOM is the largest UN agency in Thailand, with over 450 personnel, seven offices and eleven mission sites. The northern offices are Mae Sot, Mae Hong Son, Mae Sariang, and Chiang Mai.

Under the direct supervision of the National Associate Operations Officer in sub-office of Suan Phueng and overall supervision of the National Resources Management Officer, the successful candidate will be responsible and accountable for supporting the resources management functions in sub-office of Suan Phueng.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

- Extract and input data from various sources in financial or accounting systems. Respond to accounting, budget, or financial queries regarding data from staff in the unit and elsewhere;
- Review all types of payments starting from purchase to payment requests verifying that they are duly authorized, and all the supporting documents are attached therewith;

- Verify vendor requests for accuracy and conformance with IOM finance policies and instructions;
- Perform claim verifications against documentation to ensure that purchases/services are properly authorized and that the goods have been received or services rendered;
- Prepare necessary receipt and journal vouchers;
- Assist in the preparation of budget, accounting, financial, statistical reports and other reports as required;
- Provide assistance to all staff services such as travel, expense claims, document retrieval, etc;
- Ensure proper and systematic filling of all office files, posted payments and other accounting documents according to the established standards;
- Responsible for the Petty Cash of the office;
- Provide office, administrative and logistics support to meetings, committees, conferences, etc;
- Initiate general administrative tasks in the computerized financial / travel / human resources systems;
- Receive, screen and direct telephone calls and visitors;
- Perform other related duties as required.

3. QUALIFICATIONS AND EXPERIENCE

EDUCATION

- High school diploma with four years of relevant professional experience; or,
- Bachelor's degree in finance, accounting and administration or any related fields from an accredited academic institution with two years of relevant professional experience.

Accredited Universities are those listed in the [UNESCO World Higher Education Database](#).

EXPERIENCE

- Experience in working with databases and online applications.
- Prior experience in usage of SAP is an added advantage.

SKILLS

- Proficiency in computer skills, including proficiency in MS Office Packages (Office, excel, Power point, outlook) internet and E-mail;
- Strong interpersonal and intercultural skills with proven ability to work effectively and harmoniously with a team of colleagues;
- Mature individual, able to work independently under pressure, able to maintain accuracy, paying attention to details, meeting deadlines and working with minimal supervision;

- Demonstrated ability to maintain accuracy and confidentiality in performing responsibilities.

4. LANGUAGES

- Fluency in Thai and English (oral and written) is required.

5. DESIRABLE COMPETENCIES:

The incumbent is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.
- Courage: demonstrates willingness to take a stand on issues of importance.
- Empathy: shows compassion for others, makes people feel safe, respected and fairly treated.

Core Competencies – behavioural indicators *level 1*

- Teamwork: Establishes strong relationships with colleagues and partners; relates well to people at all levels.
- Delivering results: Manages time and resources efficiently, monitoring progress and making adjustments as necessary.
- Managing and sharing knowledge: Shares knowledge and learning willingly, and proactively seeks to learn from the experiences of others.
- Accountability: Takes ownership of all responsibilities within own role and honours commitments to others and to the Organization.
- Communication: Encourages others to share their views, using active listening to demonstrate openness and to build understanding of different perspectives.

How to apply:

Interested candidates are invited to submit their applications via IOM [e-Recruitment system](#) within the above said deadline referring to this advertisement. **Please attach the following documents in your application.**

- a cover letter, indicating the dates of availability;
- a curriculum vitae;
- a duly completed IOM Personal History Form which can be downloaded from <https://thailand.iom.int/sites/g/files/tmzbd11371/files/Vacancies/Form/iom-personal-history-form-270122.xls>.

Other

- Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.
- This post is subject to local recruitment. Only those holding a valid residence and work permit for the country where this position is based will be eligible for consideration.
- Appointment will be subject to certification that the candidate is medically fit for appointment, verification of residency, visa, and authorizations by the concerned Government, where applicable. Vaccination against COVID-19 will be required for IOM personnel who are hired or otherwise engaged by IOM. As part of the mandatory medical entry on duty clearance, candidates will be requested to provide evidence of full vaccination.
- IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.
- IOM only accepts duly completed applications submitted through the IOM online recruitment system. The online tool also allows candidates to track the status of their application.
- Only applicants who meet the above qualification will be considered.

For further information and other job postings, you are welcome to visit our website: [Careers | IOM Thailand](#).